# Superintendent’s Memo #163-19

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA  
Department of Education**

DATE: July 19, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

# SUBJECT: Career and Technical Education Reimbursement for Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments Allocations and Reimbursement Request Forms for June 2019 and School Year (SY) 2019-2020

The state funding for Career and Technical Education (CTE) student industry certification examinations, licensure tests, and occupational competency assessments is $1,831,464 for fiscal year 2020 (SY 2019-2020). The General Assembly has continued to fund this allocation from lottery funds. The funding for each school division and CTE regional center is distributed on the basis of SY 2018-2019 enrollment data for students in secondary (high school) CTE courses. The initial allocation is $2.81 per student enrolled in CTE courses ([Attachment A](http://doe.virginia.gov/administrators/superintendents_memos/2019/163-19a.docx)). The state industry certification exams Lottery funds will not be available for reimbursement payments until January 2020.

The reimbursement is restricted to those industry certification examinations, licensure tests, and occupational competency assessments that have been [approved by the Board of Education](http://www.doe.virginia.gov/instruction/career_technical/path_industry_certification/index.shtml). The federal Perkins funds reimbursement will not be available for any industry certification examinations until the school division has spent its entire allocation of state funds. Reimbursement payments for regional CTE centers will be made to the school division serving as the fiscal agent ([Attachment B](http://doe.virginia.gov/administrators/superintendents_memos/2019/163-19b.docx)).

Reimbursement may also be requested if students have personally paid for industry certification examinations, licensure tests, or occupational competency assessments and the division or center has reimbursed the student for such costs.

**Submission of Credentialing Reimbursement for June 2019**

Student credentialing reimbursement requests and testing data ([Attachment C](http://doe.virginia.gov/administrators/superintendents_memos/2019/163-19c.docx)) for student credentialing exams that were taken between May 18 and June 30, 2019, must be submitted to the Virginia Department of Education (VDOE) no later than October 31, 2019. These expenditures must cover examinations and assessments that were taken by students between May 18 and

June 30, 2019.

**Submission of Credentialing Reimbursement for SY 2019-2020**

Student credentialing reimbursement requests ([Attachment C](http://doe.virginia.gov/administrators/superintendents_memos/2019/163-19c.docx)) for SY 2019-2020 must be submitted to the VDOE no later than May 22, 2020. These expenditures must cover examinations and assessments taken by students during school year 2019-2020, but not later than May 22, 2020.

Any unused state industry certification examinations, licensure tests, and occupational competency assessment funds will be reallocated on June 8, 2020, to school divisions and regional CTE centers that have submitted approved reimbursement requests that exceed their initial SY 2019-2020 allocated amount.

Documentation of any reimbursement claims must be retained in the school division and must be available for audit in accordance with state policies for record retention and disposition of financial records.

If you have any questions, please contact the Office of Career, Technical, and Adult Education at [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) or by telephone at (804) 225-2052.

JFL/GRW/aab

Attachments

1. FY 2020 (School Year 2019-2020) State Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments, Allocation by School Division (Word)
2. FY 2020 (School Year 2019-2020) State Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments, Allocation by Regional CTE Center (Word)
3. CTE State Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments Reimbursement Request Form (Word)